

## **CUSTODIAN**

### **DEFINITION:**

Under limited supervision, often outside of normal business hours, performs custodial functions to maintain various City facilities; performs other related work as directed.

### **CLASS CHARACTERISTICS:**

This is a single class, entry-level position under general direction. The incumbent works independently to perform tasks to maintain City facilities such as cleaning, vacuuming, picking up trash, dusting, caring for plants, performing minor repairs to facilities, cleaning restrooms, and other related work.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Remove litter in and around City facilities.
2. Clean and maintain restroom facilities.
3. Vacuum and dust City building facilities and work areas.
4. Clean and maintain kitchen and eating areas.
5. Care for office plants.
6. Clean and maintain facilities including floors, walkways, ceilings, windows, lights, office furniture and fixtures, etc.
7. Operate hand tools as needed to perform minor repairs.
8. Set-up facilities for meetings and events.
9. Clean, maintain, and order custodial equipment and supplies.
10. Maintain an accurate schedule and record of work performed.

### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

**Custodian**

1. Take steps to guard and protect City facilities and report abuses to supervisor immediately.
2. Perform related duties as assigned.

**QUALIFICATIONS:****Knowledge of:**

1. Methods, materials, tools, and equipment used in the maintenance of public buildings and facilities.
2. Work safety practices and procedures.
3. Purposes and uses of a variety of hand tools.

**Skill in:**

1. Performing various building maintenance/custodian activities.
2. Following written and oral instructions.
3. Maintaining accurate records and schedule of work performed.

**Ability to:**

1. Work independently, often with limited supervision or direction.
2. Adhere to the safety procedures, practices, and policies of the City.
3. Establish and maintain effective work relationships with City staff and the general public.
4. Communicate effectively, orally and in writing.
5. Lift boxes and other objects weighing up to 50 pounds.

**JOB REQUIREMENTS:**

1. High school graduation or the equivalent.

**JOB REQUIREMENTS (Continued):**

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2. Possession of a valid California Class C driver=s license in compliance with adopted City driving standards.
3. Any combination of education and work experience that demonstrates the ability to perform custodian and maintenance work; previous experience and a building custodian is highly desired.
4. Willingness and ability to work outside normal business hours as directed so that custodial work does not disrupt office staff working during normal business hours when facilities are open to the public.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

2. Vacuum
3. Broom and mop
4. Automobile - Van
5. Keys to City locks
6. Hand tools
7. Hand cart
8. Ladder
9. Cleaning supplies and equipment

**PHYSICAL DEMANDS:**

1. Walking
2. Driving
3. Mobility
4. Speaking/hearing
5. Pushing/pulling
6. Stooping/bending/kneeling
7. Seeing
8. Standing
9. Climbing
10. Lifting up to 50 lbs.
11. Working in adverse weather conditions

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### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

#### Office Conditions:

10. Indoors: normal office conditions, 85% of the time
11. Travel: varying conditions, 15% of the time
12. Noise level: conducive to office setting
13. Lighting: conducive to office setting
14. Flooring: low level carpeting
15. Ventilation: provided by central air conditioning
16. Dust: normal, indoor levels

#### Field Conditions:

1. Outdoors: varying outdoor weather conditions
2. Noise level: high levels of equipment noises
3. Flooring: grass, gravel, rock, dirt, wet surfaces, etc.
4. Hazards: use of various hand tools  
Exposure to paints, cleaning solvents, and other cleaning supplies